

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS (ERO)
ICE HEALTH SERVICE CORPS (IHSC)**

IHSC DRESS CODE

**IHSC Directive: 01-26
ERO Directive Number: 11770.2
Federal Enterprise Architecture Number: 306-112-002b
Effective: 2 Jul 2015**

**By Order of the Assistant Director
Jon R. Krohmer, MD/s/**

- 1. PURPOSE:** The purpose of this issuance is to establish policy and procedures governing the appropriate dress code of IHSC personnel. As representatives of the U. S. Government, and members of the IHSC, it is expected that personnel dress accordingly to demonstrate a high degree of professionalism.
- 2. APPLICABILITY:** This directive applies to all Immigration and Customs Enforcement (ICE) Health Service Corps (IHSC) personnel, including but not limited to, Public Health Service (PHS) officers and civil service employees supporting health care operations in ICE-owned or contracted detention facilities and to IHSC Headquarters (HQ) staff. This directive applies to contract personnel when supporting IHSC in detention facilities and at HQ. Federal contractors are responsible for the management and discipline of their employees supporting IHSC.
- 3. AUTHORITIES AND REFERENCES:**
 - 3-1.** Commissioned Corps Issuance System Book 4: Uniforms (<http://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y>).
 - 3-2** Seasonal Uniform of the Day Commissioned Corps Personnel Operations Memorandum.
 - 3-3** Business Casual Dress (http://dhsconnect.dhs.gov/org/comp/nppd/GuidanceDocs/NPPD_Business_Casual_Dress_Guidance_09-09-14.pdf).
- 4. POLICY:** All IHSC staff must dress appropriately, as outlined below; personnel not in compliance are subject to appropriate administrative action.

4-1. Dress Requirement for PHS Officers:

- a. Uniform of the day will meet the guidelines for the current season as established by the U.S. Surgeon General. This applies to both clinic and headquarters PHS staff.
- b. Officers have the option of wearing appropriate civilian attire to and from their duty station while not on official duty.
- c. Special Uniform Situations:
 - (1) Officers attending special events, briefing senior audiences, or in other situations, when appropriate, will wear uniform in accordance with Commissioned Corps Issuance System Book 4: Uniforms (<http://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y>) and seasonal Uniform of the Day Commissioned Corps Personnel Operations Memorandum.
 - (2) Officers testifying before Congress, attending Congressional Hearings, or conducting official business on Capitol Hill shall wear the Service Dress Blue (SDB), regardless of the season.
 - (3) Officers conducting official business or attending official functions at the White House shall wear the SDB or Service Dress White (SDW).
 - (4) Officers attending meetings with the ICE Director, ICE Deputy Director, Executive Associate Director, ERO, and Deputy Executive Associate Director (or equivalents) shall wear the SDB, SDW, Service Khaki, or Summer White in accordance with the seasonal Uniform of the Day Commissioned Corps Personnel Operations Memorandum.
 - (5) Officers assigned to patient care or laboratory areas may wear a suitable lab coat or other personal protective equipment over the uniform when required to perform assigned duties. See CC413.01 "Special Uniform Situations," for more guidance on protective clothing. Scrubs may be worn for PPE and infection control management in the work setting. Officers shall change into scrubs when arriving at workplace and before departing workplace.
- d. The Operational Dress Uniform (ODU) may be worn in accordance with Commissioned Corps Issuance System Book 4, Uniforms (<http://dcp.psc.gov/ccmis/ccis/CCISToc.aspx?ShowTOC=Y>) and seasonal Uniform of the Day Commissioned Corps Personnel Operations Memorandum.

- (1) The ODU may be worn daily at IHSC HQ and in the field.
- (2) It is authorized for wear to and from work, in public places, and for attending working level meetings.
- (3) It is also authorized for wear when part of official duties or when environmental/weather conditions make other uniforms unsafe, inappropriate or otherwise impractical.
- (4) The ODU may also be worn when prescribed by the Office of the Surgeon General (OSG).
- (5) The ODU shall not be worn for high-level meetings or ceremonies; in such cases, an appropriate service uniform shall be worn (refer to 4-1. c. above). The ODU may only be worn at the Hubert H. Humphrey Building or the Wilbur J. Cohen building with supervisory approval.

4-2. Dress Requirements for Civilian Service Federal Employees at IHSC Headquarters:

- a. The Assistant Director or Unit Chiefs may authorize their subordinates to wear jeans and other suitable work type clothes when moving office equipment or when performing similar types of heavy or dirty work.
- b. Men will wear appropriate business attire. Appropriate business attire consists of, at a minimum:
 - (1) Slacks;
 - (2) Collared shirt;
 - (3) Clip on tie for men in detention facilities;
 - (4) Jacket (available for meetings/briefings); and
 - (5) Appropriate shoes or boots.
- c. Women will wear appropriate business attire. Appropriate business attire consists of, at a minimum:
 - (1) Dress (miniskirts or mini dresses are not appropriate);
 - (2) Blouse and skirt;
 - (3) Business slacks and blouse; or

- (4) Business suit.
- d. Jewelry and other accoutrements will be conservative and appropriate to a business setting. Clothes will be properly pressed. Hair will be neatly groomed and not faddish in appearance.
- e. All personnel traveling on official IHSC business are representatives of the organization and the Department of Homeland Security. Travelers on temporary duty will travel in clothes appropriate for attending briefings or making presentations (i.e. khaki-type pants and collared shirt for men and slacks and a blouse for women), as luggage could be lost in transit
- f. Friday of each week will be designated as "Casual Friday". Proper dress on these days will be equivalent to business casual (i.e. khaki-type pants/slacks and collared shirt, no tie required. Athletic shoes or "sneakers" are not authorized for wear on Friday's unless an exception is granted due to a special organizational activity or work requirements.

(1) Appropriate Attire for Women on casual Friday:

Pants (khakis, dress jeans (not torn, patched or faded), chinos, corduroy, microfiber wool, wool flannel, or gabardine);
Denim dresses or skirts;
Skirts;
Capri pants/cropped (ankle) pants;
Sweaters/knit tops (cardigans, crew necks, turtlenecks, mock turtlenecks or V-necks);
Tee shirt tops or knit tops of a more refined nature worn under a jacket or top (or cotton type materials); and
Shoes (loafers, boots, professional looking leather sandals, etc.).

(2) Appropriate Attire for Men on "Casual Friday":

Pants (khakis, dress jeans(not torn, patched or faded), chinos, corduroy, microfiber, wool, wool flannel, or gabardine);
Blazers;
Cardigan sweaters;
Sweaters (alone or with blazer);
Banded collar shirts/collared shirts (golf or polo shirts);

Shirts (chambray, denim, knit, turtleneck, mock turtleneck); and
Shoes (loafers, nubuck, suede or matte finish, rugged lug sole
shoes).

4-3. Dress Requirements for Clinic Staff – Civilians

Note: Clinic staff is responsible for following applicable facility dress codes.

- a. Prohibited clothing includes:
 - (1) Sweatshirts, hoodies, fleece jackets, and skirts above the knee.
 - (2) Any clothing or footwear that is dirty, torn/ripped or odorous.
 - (3) Poorly or tight fitting clothing.
 - (4) T-shirts, unless worn underneath tops.
 - (5) Open toe shoes, high heels, sandals, flip-flops, or brightly colored/neon shoes.
- b. Civilian clinic staff may wear cotton/knit shirts, polo shirts, dresses, button down shirts and/or blouses. Pants must be in good condition, wrinkle-free and fit well. Scrub pants and jackets may be worn as long as they comply with all other dress code standards. No red, orange or dark/navy blue scrubs are allowed.
- c. Direct caregivers (those staff that provide hands-on care at any time) must wear appropriate attire and closed toe shoes at all times. Athletic shoes in quality conditions and in white or neutral color tones are acceptable. Footwear must be appropriate to the duties and responsibilities performed by the individual and provide stability (i.e. nursing shoes, dress shoes, tennis shoes.)
- d. Hair will be worn in such a way that it does not come into contact with the patient or obscure vision.
- e. Facial hair including mustache and beard must be short, neatly trimmed and maintained. Staff required to wear tight-fitting face pieces (e.g., N-95 respirator) must trim their beards so it does not interfere with the face seal of the respirator or with valve function.

- f. Fingernails must be short (1/4 inch from fingertip) if providing patient care. Fingernail polish in conservative colors may be worn. Artificial nails are prohibited if employee provides patient care.
- g. Jewelry must be minimal and conservative. Large dangling hoops, earrings or chains are not permitted for safety reasons.
- h. No hats or head coverings may be worn inside (except for approved departments and for those worn for religious and/or medical purposes.)
- i. Piercings must not be excessive nor present a source of entanglement. Earlobe piercings are limited to two earrings per ear lobe in conservative colors and size.
- j. Perfume, cologne, after-shave and fragrant lotions should be worn in good taste and not be overpowering.
- k. Staff must wear his/her ID badge at all times within the facility.
- l. Failure to comply with these instructions may result in disciplinary action.

5. PROCEDURES: None.

6. HISTORICAL NOTES: This directive replaces OM 14-002, *IHSC Dress Code*, dated 29 Jan 2014. This is the first issuance published under the new Policy and Procedure System.

6-1. Changes

- a. Updated Section 3, Authorities and References
- b. Updated Section 4-1, Dress Requirements for PHS Officers

7. DEFINITIONS: See definitions for this policy at [IHSC Glossary](#)

8. APPLICABLE STANDARDS: None.

9. RECORDKEEPING. Records generated as described in this policy may be maintained as provided in the Department of Homeland Security Grievances, Appeals and Disciplinary Action Records System of Records Notice, 73 Fed. Reg. 61882 (Oct 17, 2008) and any other applicable systems.

10. NO PRIVATE RIGHT STATEMENT. This directive is an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.